

## Who we are and what we do:

We are the State's law office serving Tennessee with principled, independent, and excellent counsel.



## Litigation Support Specialist Office of the Attorney General and Reporter

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides technical litigation support services to attorneys and clients
- Performs administrative functions associated with the day to day use of litigation support software eDiscovery databases, including but not limited to: database creation and maintenance; importing images, data and transcripts; searching and exporting data; document scanning, OCR and coding; and document productions
- Assists in the preparation of documents and exhibits for trial
- Receives and logs incoming media; maintains chain of custody and other tracking documentation for media and data, both received and produced
- Contributes to internal process development, preparing workflows and other documentation
- Reports to Manager of Litigation Support

### EXPERIENCE:

- An understanding of the litigation lifecycle and electronic discovery/document review processes, procedures and practices is required
- 3-5 years of experience in a litigation support, electronic discovery and/or technology support environment, preferably with a law firm.
- Experience with Concordance 10 or Desktop, CaseMap, TimeMap, Sanction, and MS-Office Suite, including Outlook and Excel
- Experience with providing end-user support on all Litigation Support applications

### TECHNICAL SKILLS:

- Advanced administrative capabilities in the use of Concordance, including Admin Console, CPL creation and usage, database creation and backup, and troubleshooting
- Experience in using text editing tools such as Ultraedit or TextPad
- Experience with handling data transfers
- Experience with data encryption using Bitlocker or other encryption tools
- Experience with advanced Adobe Pro capabilities such as bookmarking and document merging/splitting, and OCR
- Ability to setup, connect and adjust laptops, projectors, monitors and speakers for presentations and trial support

### DESIRED SKILLS AND EXPERIENCE:

- Bachelor's degree, or commensurate experience with CEDS or other relevant certifications
- Trial support experience, including war room setup/support and 'hot seat' support
- Experience with Relativity, CloudNine or Everlaw cloud-hosted document review platforms, with preference for Everlaw

- Experience with using automated Legal Hold platforms
- Understanding of FRCP and Tennessee Rules of Civil Procedure relevant to eDiscovery

**To apply:**

Please submit your resume to Kelly Smith at [Kelly.Smith@ag.tn.gov](mailto:Kelly.Smith@ag.tn.gov)

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*